

MENASHA ALDERMEN OCCASIONALLY ATTEND MEETINGS OF THIS BODY. IT IS POSSIBLE THAT A QUORUM OF COMMON COUNCIL, BOARD OF PUBLIC WORKS, ADMINISTRATION COMMITTEE, PERSONNEL COMMITTEE MAY BE ATTENDING THIS MEETING; (NO OFFICIAL ACTION OF ANY OF THOSE BODIES WILL BE TAKEN).

AMENDED AGENDA

**CITY OF MENASHA
IT Steering Committee
Council Chambers, 3rd Floor, City Hall
July 23, 2008**

8:15 AM

AGENDA

 + [Back](#)  [Print](#)

1. CALL TO ORDER

A.

2. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

A. Approval of minutes of June 18, 2008 IT Steering Committee Meeting.



[Attachments](#)

3. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

A. Committee monthly update on status of projects/operations/costs.

4. ACTION ITEMS

A. Committee discussion and recommendation on request to have a link placed on the City Website.



[Attachments](#)

**B. Committee discussion and recommendation on continuing with NOVUS AGENDA Software.
8:30 Conference Call with Jay Vickers. Support Manager(Co-Owner)**

C. Committee discussion on contracting with Sungard/HTE to provide financial and payroll software service.



[Attachments](#)

D. Committee review of process currently in use for processing excavation permits.

E. Committee discussion on 2009 Community Movie Project



[Attachments](#)

F. Committee discussion and recommendation on next IT Steering Committee meeting date - August 20th, third Wednesday.

5. ADJOURNMENT

A.

"Menasha is committed to its diverse population. Our Non-English speaking population or those with disabilities are invited to contact the Menasha City Clerk at 967-3600 24 hours in advance of the meeting so special accommodations can be made."

- [Agenda](#)
 - [Minutes](#)
-

CITY OF MENASHA
IT Steering Committee
Gegan Room, Menasha Public Library
June 18, 2008

MINUTES DRAFT

 [← Back](#)  [Print](#)

1. CALL TO ORDER

Meeting called to order at 8:17 AM by CHAIRMAN Wisneski.

Present: CHAIRMAN Wisneski, AP Beckendorf (8:25), COMP Stoffel, ITMgr Lacey and PC Stanke

Excused: HR Specialist Taubel and PWS Jacobson

Also Present: HR Admin Asst. Clausing and ITSupv James

2. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

A. [Approval of minutes of May 21, 2008 IT Steering committee meeting](#)

Moved by ITMgr Lacey, seconded by PC Stanke to approve the minutes of the May 21, 2008 IT Steering Committee meeting.

Motion Carried on voice vote

Results:

3. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

A. [Committee monthly update on status of projects/operations/costs](#)

ITMgr Lacey distributed the monthly IT Department update. He informed the Committee that the e-mail archiving solution needed to comply with the open records laws had been purchased. ITMgr Lacey had also visited Winnebago County offices with members of the Police Department to view the mug shot/booking process there. In response to an inquiry, there is a meeting today to discuss some issues with the toner/printer maintenance agreement discussed at a previous IT Steering Committee meeting. That agreement should be brought back to the Committee at its next meeting.

4. ACTION ITEMS

A. [Committee discussion and recommendation on changes to City Code, Chapter 4, Section 3-4-1, Disposal of Lost, Abandoned and Surplus Property](#)

Moved by PC Stanke, seconded by AP Beckendorf to recommend Ordinance 0-9-08 to the Common Council for approval.

Motion Carried on voice vote
Results:

B. Committee discussion and recommendation on next IT Steering Committee meeting date - July 16th, third Wednesday

After discussion, by consensus of the members present, the next Information Technology Steering Committee meeting will be held on Wednesday, July 16th, at 8:15 AM in the Gegan Room of the Menasha Public Library.

5. ADJOURNMENT

A.

Moved by PC Stanke, seconded by ITMgr Lacey to adjourn at 8:33 AM.

Motion Carried on voice vote
Results:

Respectfully submitted,

Thomas Stoffel
Committee Secretary

Below is the result of your feedback form. It was submitted by
Joyce Gilbert (Joyce_Gilbert@maineinternet.org) on Thursday, July 10, 2008
at 04:30:38

To: ksewall@ci.menasha.wi.us

Name: Joyce Gilbert

Email: Joyce_Gilbert@maineinternet.org

EmailConfirm: Joyce_Gilbert@maineinternet.org

Method: Email

Comments: Hi,

I would like to suggest a site for the city links page located here:
<http://www.cityofmenasha-wi.gov/content/links/>

The name of the site is Best of the Web - Wisconsin. It's a helpful
resource for researching Wisconsin on the Internet.
http://botw.org/top/Regional/United_States/Wisconsin/

Thanks!

Joyce

SUNGARD®
PUBLIC SECTOR

SunGard Public Sector Inc. ASP Proposal
for

City of Menasha, Wisconsin
ASP Environment - Shared
July 7, 2008

| | Applications and/or Services | Start-Up Fee | Monthly Access Fee |
|--|---|--------------------------|--------------------------------|
| New Products (Not currently Licensed) | GMBA with Extended Reporting, Payroll/Personnel, Asset Management I, Human Resources, Accounts Receivable, Cash Receipts, QRep Catalogs: GM, PR, FA, HR, MR, CR | 23,944 | 1,766 |
| Third Party Products | QRep Admin (1), QRep End User (1) - New | Included in Start-Up fee | Included in Monthly Access Fee |
| Hardware Allocation | | Included in Start-Up fee | Included in Monthly Access Fee |
| Services | Setup, Implementation, HELP Card, Disaster Recovery Plan for SunGard Public Sector applications | Included in Start-Up fee | Included in Monthly Access Fee |
| | | | |
| | Subtotal - | 23,944 | 1,766 |
| Concurrent Sessions - Monthly Access Fees | | | |
| 3 | \$100 per user | - | 300 |
| | | | |
| | Total Proposed System: | \$ 23,944 | \$ 2,066 |

NOTES

| | <u>Sample Annual Pricing</u> | <u>Monthly Fees</u> | <u>Annualized Fees</u> |
|--------|------------------------------|---------------------|------------------------|
| Year 1 | | \$ 2,066 | \$ 24,792 |
| Year 2 | | \$ 2,169 | \$ 26,032 |
| Year 3 | | \$ 2,278 | \$ 27,333 |
| Year 4 | | \$ 2,392 | \$ 28,700 |
| Year 5 | | \$ 2,511 | \$ 30,135 |
| | 5% increase per year | | |

EXPIRATION

SunGard Public Sector Inc. prices are valid for 90 days.

PAYMENT TERMS

Term - 60 month

100% of Startup Fees are due upon receipt of invoice.

The Monthly Access Fee for any additional applications purchased will be placed on the same term as the original contract.

Travel and related expenses of the trainers, installers, or project managers are in addition to the above costs and they are billed separately.

Customer will be contacted by the SunGard Public Sector Project Manager to begin the implementation process of this project upon receipt of startup fees.

Thomas Stoffel

From: Wesley Juliano [wesleyj@cgicommunications.com]
Sent: Friday, July 11, 2008 2:51 PM
To: jbeckendorf@ci.measha.wi.us
Subject: Community Movie Project Information for the City of Menasha



Menasha WI Menasha Movie Menasha Summary
GREEMENT.doc (88. Letter.doc (73 K... 08.doc (102 KB...

Jessica,

Ashlee requested my assistance in getting this information to you. First and foremost, she would like to thank you for taking the time to speak with her today about our NO COST online streaming video program.

There are three attachments to this email. The first is the agreement between CGI and the City of Menasha. The second is a template for the letter of introduction which will need to be printed on your municipal letterhead. Both documents will need to be signed, faxed to 585-427-0075, and subsequently mailed.

The third attachment is a summary of the overall program and contains links to examples of our work on other municipal websites.

Ashlee will follow up with you in a day or two to ensure that you have received this information.

Looking forward to working with you and the City of Menasha!

Kind regards,
Wesley Juliano

Wesley D. Juliano
CGI Communications, Inc.
Marketing Associate
Phone: 1.800.398.3029 EXT. 591
wesleyj@cgicommunications.com

Community Movie Tour Book Agreement

CGI Communications, Inc.
130 East Main Street, 8th Floor
Rochester, NY 14604
(800) 398-3029 phone
(585) 427-0075 fax

Name: _____
Title: _____
Address: 140 Main St.
City, State, Zip: Menasha, WI 54952
Phone: 920-967-3650
Email: jbeckendorf@ci.menasha.wi.us
Website: <http://www.cityofmenasha-wi.gov>

This agreement is between CGI Communications, Inc. and the City of Menasha and shall remain in effect from the date it is signed by both parties until the third anniversary of the date that the completed and approved Community Movie Showcase is made available for viewing via a link on the <http://www.cityofmenasha-wi.gov> website homepage for viewer access. The term of this agreement shall automatically renew unless either party gives 60 days written notice of termination or modification prior to expiration.

CGI Communications, Inc. and its e-LocalLink division shall provide a Community Movie Showcase as follows:

- Website Welcome video from your Mayor or other civic leader and an Education, Quality of Life, and Real Estate/Relocation video (approx. 1 minute in duration)
- Up to 6 additional videos to showcase various aspects of your community and/or organization (providing a total of ten 1 minute community highlight videos)
- Script writing and video content consultation
- A videographer will come to your location to film videos
- All aspects of video production and editing, from raw footage to final video including professional voiceovers and background music
- Final draft of Community Movie Showcase content subject to your approval
- Patent-pending OneClick™ Technology and encoding of all videos into multiple streaming digital formats to play on all computer systems, browsers, and internet connection speeds; recognized player formats include WindowsMedia® and QuickTime®
- Store and stream all videos on CGI's dedicated server
- Business sponsors allowed on the perimeter of video panels
- Duration of sponsor participation will be one year and e-LocalLink is solely responsible for annual sponsorship fulfillment including all related aspects of marketing, production, printing, and distribution
- Viewer access of the Community Movie Showcase from your website shall be facilitated by e-LocalLink providing HTML source code for graphic link to be prominently displayed on the <http://www.cityofmenasha-wi.gov> website homepage as follows: "Coming Soon" graphic link designed to coordinate with existing website color theme to be provided within 10 business days of execution of this agreement; "Video Tour Book" graphic link to be provided to replace the "Coming Soon" link upon completion and approval of videos
- e-LocalLink will own copyrights of the master Community Movie Showcase
- The City of Menasha will assume no cost or liability for this project

Program Add-On if signed and received by 7/22/2008:

- Encoding, hosting, and streaming of additional 5 minutes of video per month. Finished video content will be provided to CGI by the City of Lynn, US
- Vmail™ and Desktop Video Communication (DVC) System to include camera/microphone and software interface. DVC library with capacity for 20 minutes of video and allowance for UNLIMITED Vmail™ sends per month. DVC System includes patent-pending OneClick™ Technology as described herein

The City of Menasha, US shall provide the following:

- A letter of introduction for the program on your organization's letterhead
- Assist with the content and script for the Community Movie Showcase
- Agrees to give e-LocalLink the right to use organization's name in connection with the preparation, production, and marketing of the program set forth herein only
- Agrees to display the "Coming Soon" graphic link prominently on the <http://www.cityofmenasha-wi.gov> website homepage within 10 business days of receipt of HTML source code
- Agrees to display the "Video Tour Book" link to be no less than 150 by 400 pixels prominently on the <http://www.cityofmenasha-wi.gov> website homepage for the term of this agreement
- Provides e-LocalLink exclusive streaming video rights for the program described herein only

We, the undersigned, understand the above information and have full authority to sign this agreement.

The City of Menasha, WI

Signature: _____

Name (printed): _____

Title: _____

Date: _____

CGI Communications, Inc.

Signature:  _____

Name (printed): Nicole Rongo

Title: Marketing Manager

Date: 7/7/2008

July 2008

Dear Menasha Business Owner:

The City of Menasha was recently introduced to an exciting new technology that is sure to have a tremendous, positive impact for promoting the public and the private assets of our wonderful community. We have accepted the services for, and will participate in, a three-year promotional campaign conducted by CGI Communications, Inc. (www.cgicom munications.com).

e-LocalLink, a division of CGI, will produce a series of online videos to showcase the assets and attributes that the city of Menasha has to offer to its residents, its visitors, and its business community. These videos will be accessible for viewing via the City's website <http://www.cityofmenasha-wi.gov>

As you know, the city of Menasha is dedicated to making our community a great place to live, work, shop and conduct business. This project will highlight the advantages of living in and doing business here.

A representative of e-LocalLink will be contacting you with an offer for your participation. We encourage you to consider supporting this program, which we feel is truly a win-win for all involved.

Sincerely,

Signature
Title



Summary of Community Video Showcase Program

CGI Communications, Inc. has entered into a partnership with the US Conference of Mayors to launch the technology that CGI has developed for Streaming Video applications on the internet. As a result of this partnership, the City of Menasha has been presented with the opportunity to receive a fully produced, NO COST Community Video Showcase program to be placed on your City's website. CGI also has a video content alliance with search engine mega-giant Google®. The videos that CGI will produce for the City of Menasha will also be submitted to Google's® video search database.

Our Streaming Video Tour Book is an invaluable tool for the City of Menasha to enhance its website by adding a video welcome message, and to showcase your community in a powerful, new and innovative way. We will come to your location with our film crew to videotape the necessary footage to fully produce the Welcome video PLUS 2 additional community highlight videos on topics such as relocation, business and industry, education, etc. The program will be customized to showcase the best of what Menasha has to offer to residents, visitors, and your business community. Also with the click of a button you will be able to send your whole video interface to anyone in the world with an email address. The video's will not come in as an attachment or a download, they will automatically buffer and play for the end user. Whether it be a recruiter, site locator, future resident, or visitor you will now have a powerful and cutting edge way to answer all questions about your community!

To view example's of our Video Tour Book, please click here:

<http://www.cityofeasley.com/>

<http://www.cityofbradenton.com/>

Please note by use of our cookie embedded technology we can determine if the visitor is unique or repeat thus protecting the frequent visitor from being inundated with you your message but at the same time bringing awareness to the videos and providing you with a personal handshake to new residents and businesses alike!

In addition to the videos we will produce for and about your community, we will also provide your local business community with the opportunity to utilize our technology by having their own video produced for them if they so choose thus providing them with a cutting edge way to showcase and promote themselves! It is solely CGI's responsibility to offer your local businesses an opportunity for participation. The City bears no liability whatsoever. The addition of this Video Tour Book will truly make your City's website the focal point on the internet for information about Menasha.

Whether you are actively promoting tourism, recruiting businesses for economic development, or simply looking for ways to provide the public with additional information about your community, this is a progressive opportunity to assist you with achieving your marketing objectives. With no financial investment from City funds, we've eliminated the need for lengthy budget meetings and approval processes, therefore allowing us to begin production immediately!

Thank you for taking the time to review our proposed program for the City of Menasha. We look forward to working with you!

A handwritten signature in cursive script that reads 'Nicole Rongo'.

Nicole Rongo
Marketing Manager
800.398.3029 x 203
nicoler@cgicommunications.com